Campus Technology Committee
April 25, 2019

MINUTES

Absent: Bill Fritz, Turan Kayaoglu, Stephen Rondeau, Jenny Sheng, and Jim Thatcher.

1. Updates:

1.1 Disaster Recovery Business and Instruction Continuity:
Patrick reported he met with Deans and Directors as well as the Executive Council of Faculty Assembly. At this point, all representatives are encouraged to address and to develop their own departmental plans.

1.2 STFC Annual Allocation Updates: Shooq reports there are forty-one proposals for review and that voting will commence next week.

1.3 UW WiFi for the University Y Building: WiFi is being installed and near completion.

2. SPSS License Renewal: Forrest Tyree reports he has contacted programs on campus and has two departments remaining for their survey reply. We have eighty perpetual licenses of Version 19. The current Version 25 costs $450.00 per license per year. If Patrick Pow is ready to purchase it will cost 36K per year (renewal period of July 1 through June 30th). As is if we use Version 19 it won’t cost anything and it would be on a server for use all over campus for classroom support.

3. Laptop Cart and Software for Student Checkout Laptops: three documents were reviewed by method of the overhead projection system. Patrick gave an overall description, review of procedures, and requested member’s feedback.

ACTION: Forrest will take the documents to Joshua for edit and rewrite.

Summary of changes:
- ‘two weeks’ to ‘one week’
- Delivery of cart and checkout list to instructor faculty who will distribute to students and -pick up laptops from students for return to the cart.
- Should class end early the instructor will phone the Help Desk.
- remove the part about asking for Instructor/Employee ID’s.

We will review this topic again at the May CTC meeting.
4. **Seattle UWIT FY 2020 Technology Recharge Fee:**

Patrick summarized the costs for UWT budgets as outlined from today’s agenda:

The FY 2020 TRF rates, effective July 1, 2019, will be:
- $57.53 per month per capita for all academic and administrative units, a 0.4 percent increase. *(Currently at $57.28).*
- $51.75 per month per capita for the Medical Centers. *(Currently at $52.20).*
- The TRF covers a basic bundle of IT services. More information about TRF can be found at [uw.edu/uwit/recharge.html](http://uw.edu/uwit/recharge.html).

5. **Dealing with Spam Emails:** We, as a campus, need to be vigilant on mitigating spam, and to offer trainings about identity theft and send strong emails (on a regular basis) to the UWT community-at-large. Faculty CTC members representing different academic programs recommended that they would share the findings of UW network attacks and phishing data in their own departmental Faculty Meetings, and if necessary, to invited IT staff to attend and assist at their Faculty Meetings.

6. **Other Business:** **GEO Spatial Lab Tech** – Laptop losses: how do others report and collect lost or stolen equipment? What is the process with other departments? What does IT do? IT members reported their department process. Susan Wagshul-Golden mentioned there is a fine line between goods recovery and harassment of students. She also mentioned the process of audit and reporting losses, replacement purchases and police presence for collection from students. We need a better guide for the process. In addition, when students have graduated, and it is six months later—it’s quite different to collect after the fact. Andrea Coker-Anderson confirms the ‘hold’ process on transcripts and graduation.

**Other Business: Husky Card concerns:** Susan and Andrea ask about Husky Card point of sale and personal information. The goal is for all of our buildings to be on the Husky Card system with no interruptions in access.

7. **Adjourn:** the meeting adjourned at 2:55 p.m.